

diabetes

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ASSOCIATION.

**Abstract Form
for 57th Scientific
Sessions Included;
Submission
Deadline Is
January 6, 1997**

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ABSTRACT PREPARATION GUIDELINES

GENERAL INFORMATION

1. Abstracts must be received at the Association's National Center by Monday, January 6, 1997.
2. Abstracts are not eligible if the paper has been presented at another national or international meeting or has been accepted for publication before the abstract submission deadline and will be published prior to the 57th Scientific Sessions. Failure to notify the Association of the publication of an abstract will result in a moratorium on the submission of abstracts for all authors appearing on the abstract in question for one year.
3. The printed abstract must be an original, submitted on the original abstract forms found in this packet. Abstracts cannot be submitted via fax.
4. An individual (member or non-member) may appear on four abstracts as an author, but may only appear as first author on two abstracts. A member may appear as author, co-author, or sponsor. A non-member may appear as author or co-author, but not as a sponsor. Authors are not required to be members of the Association.
5. Originality of work, adequacy of data, and clarity of exposition are the determinants in the selection of abstracts. Make abstracts as informative as possible, including a brief statement of the purpose of the study or why it was done, the methods or what was done, the results observed, and the author(s)' conclusions based on the results. Actual data should be summarized. It is inadequate to state "The results will be discussed" or "The data will be presented." Tables may be used to present data (refer to #18 in the instructions).
6. The final decision with respect to selection, programming, and/or publication of any abstract will be made by the Association's Scientific Sessions Meeting Committee.
7. Accepted abstracts will be printed as submitted. Changes to abstracts will not be accepted after submission. They should be carefully written and edited prior to submission.
8. For additional abstract packets, or if you have questions about completing the abstract form, contact Sandy DeVault, American Diabetes Association, 1660 Duke Street, Alexandria, VA 22314-3447, USA; phone: 703/549-1500, ext. 2096; FAX: 703/683-1839; E-mail: sdevault@diabetes.org.
9. Oral presentations at the Scientific Sessions will be limited to ten minutes each to allow time for discussion.
10. Expenses associated with the submission and presentation of the abstract are the responsibility of the presenter.
11. Presenters must pay the registration fee for attendance at the Scientific Sessions. Presenters will be able to register at pre-registration rates. For more information on registration, contact the Meeting Services Department, American Diabetes Association, 1660 Duke Street, Alexandria, VA 22314-3447, USA; phone: (703) 549-1500, ext. 2453 or 2330; FAX: (703) 683-1351; E-mail: meetings@diabetes.org.

COMPLETING THE FORMS

12. Accepted abstracts will be reduced by 25% and photographed as submitted for publication in the 57th Abstract Book, the May supplement to *Diabetes*. We recommend using a font no smaller than 10 points.
13. The text must be clear, within the border of the form, and limited to the space provided. Use only a typewriter or laser printer, as the quality of dot matrix printers varies considerably. Those with text exceeding the border will not be accepted. Text glued or taped inside the border will be accepted. Please use the following tips when printing your abstract:
 - If typed, use carbon ribbon or slightly used black silk ribbon (new ribbons smudge, old ones reproduce too faintly). Practice typing the abstract in a rectangle 4 3/16" (10.64 cm) X 6 3/16" (15.42 cm) before using the original form.
 - If using a laser printer, please note that the page size of the form is not standard. A left margin of 1.15" (2.92 cm) and a right margin of 3.35" (8.51 cm) should keep the text within the border. Practice printing the abstract with these margins before using the original form.
14. Abstract headings must follow a specified format. The format is as follows (refer to the example below):
 - a. Headings should begin to the immediate right of the box located in the upper left corner of the abstract area.
 - b. The first letters of major words in the title should be capitalized. Do not use subtitles (e.g., Methods, Results) in the abstract body.
 - c. Author(s) complete first and last name(s) should be listed and capitalized. Authors who appear on more than one abstract should list their names the same way on all.
 - d. Author(s) who are members of the Association's Professional Section must be indicated by an asterisk (*) after their name. No other identifying marks are permissible except as noted in "e." below.
 - e. Author(s) who indicate "yes" on the *Duality of Interest Disclosure Form* (see pg. 6) must include a notation after their name(s). Use the following to indicate the type of duality: 1 = any significant financial interest or other relationship with the manufacturer(s) of any commercial product(s) and/or providers(s) of commercial services discussed in the educational presentation; 2 = any significant financial interest or other relationship with any commercial supporters of the activity.
 - f. Do not list credentials, degrees, academic title(s) (e.g., MD, RN, RD), departments, divisions, or institutional affiliation(s) on the abstract form.
 - g. Include city and state (postal abbreviations) or country of origin of work; do not include street address and zip code.

Example of abstract heading:

☐ A Novel Form of Chelatin Prevents IDDM in BB Rats.
JOHN DOE¹, JAMES E. REASONER*, SUSAN SMITH²,
JANE FRIDAY³, Alexandria, VA

15. The first line of the text of the abstract and first line of any subsequent paragraphs should be indented three spaces.

16. The use of standard abbreviations is requested. Examples include kg, g, mg, ml, L (liter), meq, m (meter), mM (millimoles per liter), / (per), and % (percent). Place special or unusual abbreviations in parentheses after the full word the first time it appears, then use the abbreviation throughout the rest of the abstract. Use numerals to indicate numbers, except when beginning sentences.

17. Nonproprietary (generic) names should be used the first time a drug is mentioned and typed in lowercase letters; names are always capitalized, for example, aspirin (Bufferin).

18. Simple tables or special symbols may be included if they fit within the border of the form. Material that cannot be typed should be drawn in India ink.

19. Do not include references, credits, or grant support information in the abstract.

20. The Scientific Sessions Meeting Committee will consider presentation preference when planning the program. An abstract marked as "Only" (see Forms, pages 3 and 5) indicates that the authors do not want an abstract considered for any other type of presentation. For example, if an abstract is marked as "Oral Only" and is not selected for an oral presentation, the committee will not place the abstract in a poster session. Marking an abstract as "Oral Only" will not guarantee its selection for the program.

21. Categories for the 57th Scientific Sessions are located on page 4. Indicate the appropriate category under which you wish to have the abstract reviewed on both Form A and Form B. The Scientific Sessions Meeting Committee reserves the right to move an abstract that has been inappropriately categorized without notifying the author(s).

22. The signature of an active member of the Professional Section of the American Diabetes Association is required to validate the abstract. Members who sponsor non-members should verify that the latter are conforming to the rules. A member is not limited to the number of abstracts he/she can sponsor.

23. All authors must read and sign the *Duality of Interest* form (page 6) and this form must be included with each abstract submitted. Please refer to #14e for instructions on noting dualities on the abstract form. When preparing abstracts, please allow enough time to have all authors sign the original form.

24. Provide the information requested for the corresponding author, who will receive notification of abstract status (#28).

25. If the research presented in this abstract has been supported, in whole or in part, by a grant from the American Diabetes Association, please indicate so by checking on the appropriate line. Accepted abstracts with Association funding will be highlighted in the Final Program of the 57th Scientific Sessions. The response provided to this question will not affect the acceptance of abstracts for the 57th Scientific Sessions.

26. Before mailing an abstract submission, use the checklist on page 7 to confirm that all instructions have been followed and all items have been included in the submission packet.

ACKNOWLEDGEMENT OF RECEIPT AND ABSTRACT STATUS

27. For acknowledgment that an abstract was received by the Association, you must provide a self-addressed, US stamped postal card addressed to the corresponding author. The reverse side of the card should indicate the title of the abstract. Confirmation of receipt cannot be made by phone.

28. A letter of notification and appropriate accompanying materials will be sent by mail to the corresponding author. In addition, all international correspondence will be sent by Internet E-mail or fax if the appropriate numbers are included on form A.

MAILING SUBMISSION

29. A non-refundable processing fee of US \$35.00 and a completed payment form (see page 7) must accompany each abstract submitted to the American Diabetes Association. Payment must be in the form of a check or credit card. Checks must be in U.S. funds and drawn on a U.S. bank, and made payable to the *American Diabetes Association*. Major credit cards (American Express, VISA, MasterCard) are also accepted. Purchase orders and money orders will not be accepted.

30. The review of abstracts is blinded, therefore two forms must be submitted: one (1) for publication (Form A) with the title and author(s) name(s) within the border of the form, and one (1) for review (Form B) without author information. Please refer to Abstract Forms A and B on pages 3 and 5 for further instructions.

31. Five (5) copies of the front only of each form must also be provided for processing.

32. Do not fold the originals or copies. They should be mailed FIRST CLASS or AIR MAIL, when applicable, and addressed as follows: Scientific Sessions Meeting Committee, American Diabetes Association, P.O. Box 26427, Alexandria, VA 22313-6427, USA. Abstracts sent by express mail should be addressed as follows: Scientific Sessions Meeting Committee, American Diabetes Association, 1660 Duke Street, Alexandria, VA 22314-3447, USA. When shipping express mail, do not ship for a Saturday arrival. Abstracts submitted via fax will not be accepted for review.

"LATE-BREAKING RESEARCH" ABSTRACTS

33. Late-breaking research abstracts will be peer-reviewed, and only those deemed highly meritorious will be accepted for presentation. Selected abstracts will be presented during the President's Poster Session. "Late-breaking research" abstracts will not be published in the Abstract Book, nor will they appear in the Final Program because of printing deadlines. Authors should use the forms and follow instructions found in this packet. The appropriate box on Form A must be check marked, and all submissions must be received by May 16, 1997. The processing fee for abstracts in this classification is \$50. "Late-breaking research" abstracts must be sent to the attention of Sandy DeVault, American Diabetes Association, 1660 Duke Street, Alexandria, VA 22314-3447 USA. Notification of abstract status will be provided no later than May 30, 1997.

TYPE ABSTRACT WITHIN BOX

List family name, first name, middle initial, credentials/degrees, address (including city/state/country/zip), and telephone/fax numbers of author who should receive correspondence (please type or print):

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Has this research been supported, in whole or in part, by a grant from the American Diabetes Association? _____ Y _____ N

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FORM A
(For publication)

CHECK ONE (See #21):

- ☐ Poster Session Preferred ☐ Oral Session Preferred
☐ Poster Session Only ☐ Oral Only
☐ No Preference

The author's wishes will be followed if possible.

☐ I am submitting this abstract after January 6, 1997 as "late-breaking research" (See #33).

Abstract Category Number: _____
(Categories listed on pg 4)

IMPORTANT

This form must be signed by an active member of the Professional Section of the American Diabetes Association.

The instructions on pages 1 and 2 must be followed exactly for abstracts to be considered for review.

The sponsoring member agrees that the material submitted herein conforms with the instructions on pages 1 and 2.

MEMBER SIGNATURE _____

PRINTED NAME _____